BLM IDEAS-PD STANDARD OPERATING PROCEDURES

A. Guidance for Requisitioners. The following guidance applies to all requirements which exceed $2,500. Requirements below this threshold should be processed by the program office using the Government Charge Card. If the vendor does not accept the Government Charge Card, the acquisition and payment will be made with the convenience check in accordance with Instruction Memorandum No. WO99-94, dated March 25, 1999.

Preparing Requisitions. Requisitions (Purchase Requests - PR) for supplies and services will be prepared electronically using IDEAS-PD. You should discontinue use of BLM forms 1510-18 and 1510-5 once IDEAS has been implemented in your State. You should coordinate with your State/Center Procurement Analyst to obtain system training and the establishment of users for your office.

Accountable Property and Fixed Assets (Budget Object Class 3100). Requirements for accountable property will be coordinated with the responsible Property Management Office <u>before</u> the PR is processed and routed to the procurement office. Property Management Office staff will assist you in the preparation of the PR. This includes: 1). assigning valid budget object class codes; 2). entering the appropriate quantity in the funding screen; and 3). breaking out line item entries. Additional guidance on the acquisition of accountable property can be obtained under Instruction Memorandum No. IM-BC-99-12, dated December 1, 1998.

Once the PR is prepared, you should route the PR to Property Management for approval by selecting the IDEAS-PD approval template "*Property Management Review and Approval*". Upon approval, Property Management will forward the PR to the next routing stop identified on the routing slip, or return the PR to the originating office if there is no multiple routing stop indicated.

ATTENTION PROPERTY MANAGEMENT STAFF:
Due to a departmental decision resulting from the implementation of the new FFS 5.1.6D and 4.0 Procurement Desktop (IDEAS) releases, a new trans code was developed effective 6/14/99, for all obligations created through the IDEAS/FFS interface. The new trans code is M$ instead of MO that has been previously used.

All capitalized property requires that a miscellaneous obligation be created in IDEAS-PD or through the remote data entry process. (Refer to Page 1-3, Section B, Guidance for Acquisition Staff, Purchase of capitalized property using the Government Charge Card or Convenience Checks.) When processing FA receipt (F1 and B1) documents for capitalized property(equal to or greater than $10,000), the FA system user must use the new M$ trans code when referencing the corresponding document number. All previous existing open obligations created prior to 6/14/99 will still be processed as an MO trans code.

Information Technology (IT) Items. Information Resource Management (IRM) review and approval is required for the purchase of all IT items. Requisitioners should coordinate all PR's for IT with the responsible IRM office before the PR is prepared and approved by the program office

official. The responsible IRM office will assist you to prepare your PR with the appropriate configuration, and ensure the PR complies with the current BLM IRM policies.

Once the PR is prepared, the document should be routed to IRM for approval by selecting the IDEAS-PD approval template "*IRM Review and Approval*". Upon approval, IRM will forward the PR to the next routing stop identified on the routing slip, or return the PR to the originating office if there is no multiple routing stop indicated.

Contract Level Funding. Contract Level Funding will be used in IDEAS-PD for entering funding code information on PR's processed through IDEAS-PD.

Program Office Review & Approval. After you complete the PR and prior to processing by procurement, you should route the PR to the Program Office official in your office who is designated to review and approve PR's. Use the IDEAS-PD approval template "*Purchase Request (Not Finance)*" for this action. Approval by the Program Office certifies the following:

1. Funds are available to support the request for good or services.
2. The funding code cited is valid and accurate.
3. The Budget Object Code (BOC) cited is valid and accurate
4. The requirement represents a valid need for accomplishing the BLM mission

Routing. Upon approval, the Program Office official in the State and Field Offices will route the approved PR to the individual assigned with Remote Data Entry (RDE) responsibilities if the funding will be posted as a commitment in FFS. Use the approval template "*Purchase Request Commitment (Finance)*" for this action. For the National Centers, the approving official will route the approved PR in IDEAS-PD to Finance (BC-640a Team Cabinet).

PR's that are not posted in FFS as a commitment should be sent directly to the appropriate procurement office for processing. Your local procurement office can provide guidance for routing documents to specific individuals or IDEAS-PD Team Cabinets.

Changes to Funding Code Information. Program Offices are responsible for making all changes to funding code information that is originally entered on PR's and sent to RDE, Finance or the Procurement Office. Funding code information includes the Fiscal Year, Budget Organization, Budget Object Class, Program, and Job/Project Number. Program Offices will create a PR Modification for making these changes. PR Modifications will be approved and routed to the appropriate offices using the guidance in this SOP.

Canceling PR Commitments for items purchased using the Government Charge Card. The Procurement Office will return to you all PR's that are processed using the Government Charge Card. These PR's must be canceled in FFS if the original PR was posted in FFS as a commitment. This does not apply to PR's that are not posted as a commitment in FFS. To cancel a PR, prepare a PR Modification and mark the document as a cancellation. Route the PR Modification to RDE or Finance) to cancel the commitment in FFS. Select the IDEAS-PD approval template *"purchase request commitment (finance)"* and route with the PR Modification to RDE or the Denver Finance Office for processing.

Management of IDEAS-PD Documents. Route all PR's that have been returned to the Program Office by Procurement that have been processed and are no longer useful to the BLM user "*Archive*". Route all PR's that are <u>not valid</u> and can not be deleted to the BLM user "*Trash*". Documents that have been archived or trashed may be retrieved by contacting the BLM help desk at 303-236-9428.

B. Guidance for Acquisition Staff.

All PR's for the acquisition of supplies, equipment and services exceeding $2,500 will be processed by acquisition staff through IDEAS-PD. Other PR's prepared for Assistance Agreements, Inter/Intra-Agency Agreements and other actions processed by acquisition staff may also be processed in IDEAS.

Purchase of capitalized property using the Government Charge Card or Convenience Checks. All capitalized property that is purchased over $10,000 (unit cost) using the government Charge Card will be processed in IDEAS-PD by placing an individual BPA call against the Nations Bank Blanket Purchase Agreement - BPA Number NAB9900002. Individual BPA calls will be created in IDEAS-PD using the system assigned BPA call number (e.g. BPC990001). A reference will be placed on the monthly bank card statement identifying the M$ obligation document number (individual BPA call number) to enable these transactions to be liquidated through the Charge Card adjustment process. During the interim, Offices that have not implemented IDEAS-PD will place an individual BPA call against the Nations Bank BPA and assign a document number using the standard DINS number prescribed in IM-BC-098-050.

All Other Purchases using the Government Charge Card. All other PR's (excluding requirements for capitalized property) that are processed by the procurement office using the Government Charge Card or Convenience Checks will be returned to the requesting office accompanied by the following minimum information that is entered using the IDEAS-PD Note feature:

1. The PR was processed using either the Charge Card or check
2. The date the goods or services were ordered
3. The date the goods or services will be delivered.
4. The amount of the purchase
5. The buyers initials and date

Field Office, State and Center acquisition staff are encouraged to notify procurement customers with timely information on the status of their purchase requests (regardless if the purchase is made by the purchase card) using electronic methods (e.g. email, routing PR's back to the program office or other acceptable methods). Distributing hard copy award documents to the requisitioning office is no longer required now that use of IDEAS will permit Requisitioners and other users to review awards on-line.

Establishing BPA's and BPA Calls. Upon completion of the initial BPA Set-up in IDEAS-PD, the contracting officer will select the approval template **"***Contracting Officer Approval***"** and will complete the non-finance approval. Upon approval, the CO will route the BPA setup document to the responsible RDE or Finance office. With the exception of the Nations Bank BPA, all BPA and individual BPA Call document numbers will be assigned using the guidance in IM-BC-098-050.

Entering IDEAS-PD Vendor Information for Awards. All BLM Acquisition staff will use the BLM document *"Instructions for completing Vendor Information"* when completing the vendor table in IDEAS-PD. This document will be routinely updated and maintained on the BLM Intranet acquisition web-site @ http://158.68.251.91/natacq/ideas/ideas.html

Transmitting IDEAS-PD Vendor Information to FFS. Upon completion of the award document and prior to obtaining approval in IDEAS-PD, the Contracting officer (CO) will review the vendor status under Vendor Maintenance and determine if the vendor has been transmitted to Finance (*status = "reviewed and transmitted"*). If the vendor has not been transmitted to FFS, the CO will send an IDEAS-PD alert message to the Denver Finance office (Attention: Amy Seitz, Russ Brehm) requesting the Vendor be transmitted to FFS. Once the vendor information has been transmitted, the Contracting Officer will refresh the vendor identified on the award document and route to the responsible RDE or Finance Office for posting the obligation.

Contracting Officer (CO) Approval. Prior to RDE or Finance approval to post the award document as an obligation in the Federal Finance System (FFS), the CO will approve the document using the approval template "Contracting Officer Approval". This approval sheet will be used for authenticating the contracting officers signature on the award document. All award documents entered into IDEAS must contain a Contracting Officers approval. Finance staff from the BC-620 Field Training & Payments Section will contact the responsible office and require a hard copy of the award document prior to making payment for those awards that do not contain CO approval. Any modifications requiring the contractor's signature must be sent in hardcopy to finance in Denver.

To Obligate Funds. For all award documents to be obligated by RDE or finance, the Contracting Officer will select the approval template **"***Award Obligation (Finance)***"** and route to the responsible RDE or Finance office for approval.

Processing Awards That do not Obligate funds. The Contracting Officer will approve all awards that do not obligate funds (e.g., Indefinite delivery/indefinite quantity (IDIQ) awards, requirements type awards, space leases or no-cost modifications). The IDEAS-PD approval template ***"Contracting Officer Approval"*** will be used for this type of action. Upon approval, the Contracting Officer will perform the IDEAS "Release/Issue" function. These type of award documents will not be processed by Finance or RDE. For all award documents to be obligated by RDE or finance, the Contracting Officer will select the approval template ***"Award Obligation (Finance)"*** and route to the responsible RDE or Finance office for approval.

Changes to Funding Code or Other Purchase Request Information. Procurement staff will return all PR's to the Program Office when changes to funding codes or other information is required. Funding code information includes the contract level funding screen fields - Fiscal Year, Budget Organization, Budget Object Class, Program or Project /Job Number fields. Program offices will be responsible for modifying the PR and making the appropriate changes.

Use of Electronic Commerce. All written solicitations that are below the simplified acquisition threshold or commercial item solicitations that are under the commercial item test pilot program and less than $5,000,000 will be created in IDEAS-PD and posted on the DOI electronic web-board at http://ideasec.usgs.gov. Formal contract solicitations will also be sent to the EC web-board when IDEAS-PD functionality becomes available and implemented in the BLM. Hard copies of the written solicitation may continue to be distributed to local vendors that are contained on your bidders mailing lists. Instructions for using EC in IDEAS-PD will be furnished to Acquisition Staff at each site during implementation.

Provide the BLM EC Outreach Notice to all vendors on your bidders mailing list, to those trading partners who receive awards, and to those seeking to do business with the BLM.

Distribution of Award Documents. Effective October 1, 1999, hard copies of all procurement award documents created in IDEAS-PD will no longer be sent to the Finance Office in Denver. These documents will be available to Finance staff and other offices electronically. Space Lease Awards are excluded from this procedure - refer to Space Lease Acquisition section for further guidance..

Required Documentation For Awards. All award documents entered into IDEAS must include a Folder with the following minimum information:

1. The award document, completed in its entirety (e.g. OF-347, SF-26, SF-30, BPA Setup or Individual BPA Call)

2. Terms & Conditions. The contract clauses applicable to each order or contract must be identified and included either in the clauses tab of the award document, or included as an attachment. Delivery/Task Orders issued against an existing contract (includes orders placed against GSA contracts) are excluded from this requirement. However, each Delivery/Task Order must include a reference to the appropriate contract number which the order is being placed against.

3. Other Attachments. Other attachments include, but are not limited to, statements of work, bid-price schedules (especially for construction awards) and procurement justifications.

Contract Level Funding. Contract Level Funding will be used in IDEAS-PD for entering all funding code information.

Acquisition staff will ensure the “partial” and “final” flag is marked appropriately in the contract level funding screen for all awards that are made from PR’s that were posted as a commitment in FFS. This procedure does not apply to PR’s that are not posted as a commitment in FFS.

Grants, Cooperative Agreements and Interagency Agreements. The States, Centers and WO are encouraged to process Grants, Cooperative Agreements and Interagency Agreements through IDEAS. There are many benefits to be realized by doing so. Purchase Requests can be submitted by customers electronically, commitments and obligations can be posted electronically, and the use of IDEAS will enable the BLM to assist the Department in reaching its goal to be paperless.

All States, Centers and WO must observe the following guidance when processing assistance and grant awards in IDEAS:

1. Form SF-26 or OF-347 must be used to process and post obligations through the FFS interface. Award documents must use the appropriate document identifier code (“A”, “W” or “F”) when assigning the document number. These documents must not be reported in the Federal Procurement Data System (FPDS), therefore these documents must be marked “FPDS Not Required” when creating the award. All Federal Assistance Award Data (FAADS) reports must continue to be prepared using the Pre-Printed Forms System (PPFS) until such time as this system is replaced by a Bureau or Department approved program. Interagency agreements are not required to be reported.

2. Electronic Forms 1511-1 (Assistance Agreement), 1511-2 (Amendment of Request For Application/Modification of Assistance Agreement) and 1681-3 (Reimbursable Work Authorization (RWA)), Inter/Intra-Agency Agreement) are available in IDEAS under Procurement/Attachments for use in addition to the requirement for creating forms SF-26 or OF-347. These forms must not be used for creating obligations that are transmitted through the FFS interface via the Finance Approval Sheet.

Space Lease Acquisitions. All space lease acquisitions will be processed in IDEAS using the following procedures:

1. All obligation documents will be routed to the team cabinet “BC620B - Space Lease Payments”. Hard copies of all signed lease agreement forms (US Government for Real Property) will continue to be sent to Finance, Attention BC-620.

2. Alert messages will be sent to Finance using the guidance provided in section **Transmitting IDEAS-PD Vendor Information to FFS** above.

3. National Business Center. A Task/Delivery Order will be prepared annually for establishing obligations in the Federal Finance System (FFS) if an existing contract has been awarded that includes more than a one year period of coverage. Issuance of modifications using the SF-30 will not be used for this purpose. The document identifier code “D” will be used for assigning your task/delivery order number in accordance with Instruction Memorandum IM-BC-098-050. The last four characters of the task/order number must reference the original lease by using “L” followed by the last three characters of the original lease.

The SF-26 may be used for new space lease awards that either include or do not include obligations. New space lease awards must be prepared assigning a document number using the document identifier code “L”. Refer to Instruction Memorandum IM-BC-098-050 for guidance on assigning document numbers. Task/Delivery Orders will be used to for extending or renewing leases beyond the original award period.

4. States and Field Offices. The government purchase card and convenience checks may be used for small dollar leases that are less than $2,500. These type of actions are not required to be processed in IDEAS. Use of the purchase card or check for space leases under $2,500 is authorized for use under the following four conditions:
a. The amount is less than $2,500;
b. There is a good business reason - for example the amount of the annual lease is only $500;
c. A convenience check may only be used when the vendor does not accept the purchase card; and
d. If the purchase card or convenience check is used, the cardholder must ensure that an obligation and payment schedule has not already been established in Finance. Duplicate payment to vendors must be avoided.

Existing Leases. A delivery order will be prepared using form OF-347. The document number assigned to the delivery order will use the document identifier code “D” in accordance with the guidance provided under Instruction Memorandum IM-BC-098-050. The last four characters of the delivery order number will use the document type code “L” followed by the last three characters of the original lease number.

New Leases. A purchase order will be prepared using form OF-347. The document number assigned to the document will use the document identifier code "L" in accordance with the guidance provided under IM-BC-098-050. A delivery order will be prepared and the document identifier code "D" will be used for assigning document numbers for exercising option periods under the original lease. The last four characters of the delivery order number will use the document type code "L" followed by the last three characters of the original lease number**.**

Land Acquisitions. These type of acquisition will not be processed in IDEAS. Refer to BLM Manual H-2101-1, Chapter 5, Acquisition Processing, for further guidance.

Novation and Change-of-Name Agreements. Contracting Officers must use one of the two options listed below for processing novation and change-of-name agreements in IDEAS:

1. Modify Existing Contract or Order. Under this option, a novation or change in name agreement may be processed by modifying a contract or order using form SF-30. The successor contractor and address (including payment information) must be entered in block 14 (description of amendment/modification). The original contractor name and address must be entered in block 8.

The successor contractor name, address and payment information will be required on all subsequent modifications or orders that are issued during the life of the contract. To facilitate this requirement, it is recommended the information be entered in the footer text on the line item summary screen. Following this procedure will enable you to avoid having to re-enter this information on each subsequent procurement action.

If the contract or order was reported to the Federal Procurement Data System (FPDS) using form SF-279, then all subsequent reports will continue to be reported using the original contractors name and Dun & Bradstreet Number.

2. Cancel Existing Contract - Issue New Contract. This option requires issuing a modification to cancel the existing contract, and create a new contract for the successor contractor. When creating the modification, you must mark the action as a cancellation. Prior to cancellation, you must contact the Finance Office to determine if any payments have been disbursed and the amount for each. This information will be needed to reflect the current status when creating your new contract.

To save you time, it is recommended the new contract be created using the "copy from" feature in IDEAS (File/Copy From). The new contract must be issued reflecting the successor contractor information, along with the current status from the previous contract. This information will come from your most recent modification that was issued against the original contract.

A FPDS report must be created to reflect the successor contractor. Use the same type of FPDS report (e.g. SF-281 or SF-279) that was used for reporting the original contract.

Management of IDEAS-PD Documents. Route all acquisition documents that have been processed in IDEAS-PD that are completed and are no longer useful to the BLM user "*Archive*". Route all PR's that are not valid and can not be deleted to the BLM user "*Trash*". Documents that have been archived or trashed may be retrieved by contacting the BLM help desk at 303-236-9428.

C. Guidance for Remote Data Entry and Finance.

Posting Commitments and Obligations. Remote Data Entry (RDE) and Finance staff will be responsible for posting commitment and obligation documents created in IDEAS-PD.

Contract Level Funding. Contract level funding will be used for all commitments and award obligations, including those for capitalized property.

RDE/Finance Approval. RDE and Finance will approve all IDEAS-PD documents that are routed through IDEAS-PD with an associated finance action (e.g., posting commitments or obligations). RDE/Finance approval will be performed on the following IDEAS-PD approval sheets:

1. Posting Commitments - Purchase Request Commitments (Finance)
2. Posting Obligations - Award Obligations (Finance)
3. Posting BPA Set-Up Documents - Use the IDEAS-PD Release/Issue Function

Upon approval, IDEAS-PD will prompt RDE or Finance to log-in to FFS. When prompted to enter the SEC1 code, enter your two alpha state code (i.e., AZ, NV, etc.). Commitment and obligation data will then pass from the IDEAS-PD source document to FFS. Obligations will be created in FFS as an M$ transaction. BPA set-up data will pass to the FFS BASM table.

IDEAS-PD Issue and Release Function. Finance and RDE staff will be responsible for performing the IDEAS-PD release/issue function for BPA Set-up documents. Upon execution, the Finance interface will be invoked and will pass the BPA Set-up information to the FFS BASM Table for tracking individual BPA calls. Upon completion, Finance or RDE will route the BPA Set-up back to procurement using the pre-defined routing slip created by the Procurement Office.

Correcting FFS Cost Structures and Edit Errors. For all commitments and obligations, RDE and Finance should continue with their established procedures for correcting FFS cost structure and edit errors received using the IDEAS-PD/FFS interface.

RDE/Finance Routing. Upon the successful transfer of commitment and obligation data, RDE and Finance staff will route the fully approved document to the designated Procurement Office for processing if a pre-defined routing sheet has been established. Otherwise, the document will be returned to the originating office.

Transmitting IDEAS-PD Vendor Information to FFS. NBC Finance staff will be responsible for transmitting all IDEAS-PD vendor award data to FFS for those vendors whose status has been marked "reviewed" by the contracting officer (including BPA Setup). This action will be accomplished upon notification from the Contracting officer or RDE of an impending award/obligation. Notification will be accomplished using the IDEAS-PD alert feature. Once the Vendor information has been transmitted, all FFS related changes must be coordinated between BC680B and NBC Finance staff completing the Finance Vendor Maintenance Form.